



California Multiple Award Schedule (CMAS)

Bulletin 35

October 7, 2002

This bulletin supersedes Bulletin 34. Material changes are highlighted in bold.

Management Memo 02-19	<p>This bulletin serves to clarify interim guidelines that apply to the CMAS program and does not take precedent over Management Memo (MM) 02-19, Revision 1 (supersedes MM 02-12 and Addenda). This bulletin must be reviewed carefully by all state agencies.</p> <p>All of these documents can be found on the Department of General Services (DGS), Procurement Division (PD) web site: www.dgs.ca.gov/pd.</p>
Exempt Entities	<p>Local government entities are exempt from MM 02-19, Revision 1, but are subject to their own respective local government laws and procedures. A local government is any city, county, city and county, district, or other local governmental body or corporation, including the California State University (CSU) and University of California (UC) systems, K -12 schools and community colleges, empowered to expend public funds.</p>
Exempt Categories	<p>Exempt categories are identified in MM 02-19, Revision 1, Attachment C and D.</p>
Not Specifically Priced (NSP) Items	<p>The Not Specifically Priced (NSP) Items provision enables the agency to include in the purchase order non-contract products and services that are subordinate and peripheral to the order items. See CMAS Agency Information Packet, Section 12, for applicable parameters. The cost of the NSP item(s) is included in the order limits.</p>
Excluded from Dollar Limits	<p>Tax, freight and finance charges (if applicable) are excluded from the dollar limits.</p>
Contract Changes	<p>DGS/PD approval is required for changes to model contract terms and conditions. State agencies must send requests for changes to model contract terms and conditions to the Department of General Services, Procurement Division, Contract Negotiations Unit, 707 Third Street, Second Floor, West Sacramento, CA 95605 (IMS #Z-1).</p>

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Order Limits and Minimum Solicitation Procedures

**(\$250,000 and
\$100,000 or
Less)**

CMAS Purchases **\$250,000** or Less for Information Technology (IT) Goods and Services and Non-Information Technology Services and \$100,000 or less for Commodities (Non-IT Products):

- State agencies must solicit and obtain offers from 3 suppliers including 1 small business if available. This is not a competitive bid transaction so small business preference, protest language, intents to award, evaluation criteria, advertising, etc. are not applicable.
- If less than 3 offers received, document files with solicitation method used.
- **If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed. See MM 02-19, Revision 1, Attachment B.**
- **Evaluation and award may be based on best value, as applicable, and not restricted to lowest cost.**

Order Limits and Minimum Solicitation Procedures

**(Greater than
\$250,000 for IT
Goods and
Services)**

CMAS Purchases Greater than **\$250,000** for Information Technology (IT) Goods and Services:

The following is required for state agency CMAS purchase orders **\$250,000** to \$500,000:

- State agencies must solicit and obtain offers from 3 suppliers including 1 small business if available. This is not a competitive bid transaction so small business preference, protest language, intents to award, evaluation criteria, advertising, etc. are not applicable.
 - If less than 3 offers received, documentation of solicitation method used must be included with contract reporting to DGS/PD within 5 days of contract execution. State agencies must use the Notice of Contract Award (www.dgs.ca.gov/pd) and include purchase orders and attachments as applicable. Submit to the address as indicated on the Notice of Contract Award.
 - **If only one source is known (competing offers cannot be obtained), the non-competitive bid contract process must be followed. See MM 02-19, Revision 1.**
 - **Approval is required for each transaction by Department Director or next highest-ranking official.** For departments or other entities not reporting to an Agency Secretary, approval authority is limited to the highest two ranking executive officials.
 - **If GS \$Mart is utilized for financing, DGS/PD approval is required before award.**
 - **Evaluation and award may be based on best value, as applicable, and not restricted to lowest cost.**
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Non-IT Services Over \$50,000 Require DGS Approval	DGS/PD review and approval is required for non-information technology services orders greater than \$50,000 . State agencies must send purchase orders that exceed \$50,000 to the Department of General Services, Procurement Division, Contract Negotiations Unit, 707 Third Street, Second Floor, West Sacramento, CA 95605 (IMS #Z-1).
Maximum Order Limits	Exceptions to the above order limits of \$500,000 for IT goods and services, \$250,000 for non-IT services, and \$100,000 for commodity purchases will not be considered or approved.
Different Categories of Products and Services Combined	Purchase orders that combine different categories of products and services are subject to the guidelines applicable for the category that constitutes the majority of the transaction.
Amendments	The total combined cost of the purchase order <u>and</u> all amendments is subject to the guidelines in MM 02-19, Revision 1 .
DGS Contacts for Questions	<p>Additional information and potential changes to the interim guidelines will be published on the Procurement Division web site (www.dgs.ca.gov/pd).</p> <p>See our web site for FAQ (Frequently Asked Questions) regarding the application of the Interim Guidelines.</p> <p>Questions regarding the Interim Guidelines may be forwarded to:</p> <p><u>Marnell Voss, Manager</u> <u>Business Development Unit</u> e-mail: marnell.voss@dgs.ca.gov</p>



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